



EMBASSY OF THE UNITED STATES

NEW DELHI • INDIA

How to Apply for a Non-Immigrant Visa

Applying for a visa need not be complicated. Below is a step-by-step guide that outlines the process along with further information that offers more detail.

Step 1: Payment of Fee & Service Charge

Pay the [Visa Application Fee](#) and [VFS Service Charge](#) at a [designated branch of the HDFC Bank](#). When you have paid these fees, make sure you obtain a two-page Visa Fee Receipt. Exemption from these fees applies to “Officials traveling on government business” and “Officials of International Organizations traveling for official purposes”.

You must wait **two business days** after paying the fee before you book a visa interview appointment. You can make an appointment with your Visa Fee Receipt **within one year** from the date of issuance. The Visa Application Fee and VFS Service Charge are **non-refundable**.

Step 2: Book an Appointment & Complete the Application Forms

Two business days after you receive your Visa Fee Receipt you can book a visa interview appointment online. Log onto <http://www.vfs-usa.co.in> and click on the “Apply for a Non-immigrant Visa” link. Please have your two-page Visa Fee Receipt on hand, as you need it to book your appointment. As part of the online booking process, you are required to print your appointment letter and complete and print forms DS-156, DS-157 (if applicable) and DS-158 (if applicable).

Step 3: Attend your Visa Interview

On the day of your interview, report to Gate 6 (Visa Gate) of the U.S. Embassy, New Delhi **15 minutes before** your appointment. Bring with you the mandatory documents, that is, your passport(s), two-page Visa Fee Receipt with barcode stickers, application forms, appointment

letter and one recent photograph. You should also bring your supporting documents.

Step 4: Return of Passport by Courier

When your visa application is successful, the Consular Officer retains your passport. Your passport then has the visa placed inside it and is delivered to VFS for distribution by courier. The courier delivers the passport to the address you gave when you completed your application form.

Allow up to seven business days after your interview for delivery, though delivery is usually much faster. If you do not receive your passport after seven business days, please phone VFS or go to the U.S. Visa Application Center nearest your location. The cost of the courier is included in the VFS Service Charge so there is nothing additional to pay.

For more information

U.S. Embassy & Consulates:

New Delhi - <http://newdelhi.usembassy.gov>

Chennai - <http://chennai.usconsulate.gov>

Kolkata - <http://calcutta.usconsulate.gov>

Mumbai - <http://mumbai.usconsulate.gov>

VFS:

Helpline (excluding Punjab): 011-4222-0000

Helpline (Punjab): 0181-504-1444

Email: infodelhi@vfs-usa.co.in

Website: <http://www.vfs-usa.co.in>

U.S. Visa Application Center – New Delhi
International Trade Tower, S-2 Level,
Nehru Place, New Delhi – 110019

U.S. Visa Application Center – Jalandhar
Ratan Tower, 2nd floor, Namdeo Chowk,
Circuit House Road, Jalandhar – 144001

U.S. Visa Application Center – Chandigarh
SCO-186-187, Sector 8C, Madhya Marg,
Chandigarh – 160009